E3 2020
TEMPORARY STRUCTURES

All structures and related sub-assemblies must be designed, assembled, and configured so that the entire temporary structure project and all related components are structurally sound and seismically stable. Furthermore, all said structures must be designed and built as per all applicable national, state, and local building and fire codes in seismic zone #4.

TEMPORARY STRUCTURE CRITERIA

Does your booth or activation incorporate any of the following structure elements? If it does, then this type of structure requires wet-stamped, engineered plans and is subject to review and inspection by the the LACC Fire Marshal AND the City of LA Building Safety Department.

- 2-story structures
- Platforms and stages exceeding 30 inches in height above the floor intended to carry live load, or stair/steps exceeding 48 inches in height above the floor intended to carry live loads.
- Expansive (20' or more) 1-story structures that contain: overhead beams; signage; truss; cantilevers; etc., of considerable weight and/or span
- Video wall structures exceeding 15'H (single screen) or contains multiple screens.
- Structures that exceed 12' in height or stairs/steps over 30 inches tall constructed in an **exterior area** of the venue.

DESIGN PLAN REQUIREMENTS

In order to be properly reviewed in advance, design plans are to be drawn to scale at a minimum size of 11"x17" are to be developed to include the following.

- Event name
- Exhibitor name and booth # (or location);
- Floor plan noting location of the structure
- Inclusion of all required architectural and structural details in order to be reviewed and approved by licensed Structural or Civil Engineer registered in the United States
- Engineer's original "wet stamp", signature, and current date of license expiration;
- Perspective/isometric drawings as necessary to best define the project

Please note that the LACC Fire Marshal will not review any temporary structure plans without an engineer's wet-stamp.

SUBMISSION PROCESS

Submit complete design plans as outlined in the previous section no later than **WEDNESDAY, APRIL 1, 2020**. Please include name of contact(s), email and mobile # in the event of any questions regarding the design plans. Design plans may be sent via email or mailed in.

VIA EMAIL: eventservices@lacclink.com

MAIL-IN: Los Angeles Convention Center
Attn: Event Services
1201 S. Figueroa St.
Los Angeles, CA 90015

**E3 BOOTH DESIGN PLANS DUE:
WEDNESDAY, APRIL 1, 2020**

INSPECTIONS

Final approval of temporary structures is contingent on an onsite inspection conducted by the City of Los Angeles Building & Safety Department AND the LACC Fire Marshal. Inspections for temporary booth structures will be conducted no later than **MONDAY, JUNE 8, 2020** between 8am-3pm.

In the event that the on-site inspection identifies a violation or discrepancy to the building or fire code, exhibitor is solely responsible for making the respective corrections prior to show open.

GENERAL DESIGN GUIDELINES

Structural elements to consider include, but not limited to, the following. Please visit www.ladbs.org for complete information.

- **Staging.** Live load rating of the stage, platform, or 2nd story deck. The code requires a **minimum** rating of 125 lbs. per sq. ft.
- **Stairs.** Stair detail showing the rise and tread depth of each stairway. The code requires the **maximum** rise (measurement from the top of one step to the top of the next step) to be 7 inches. The code requires the minimum tread depth (measurement of tread from front to back, or heel to toe), to be 11 inches along any portion of the step(s). Spiral stairways are not allowed at the LACC. The minimum width (clearance) for stairways is 36 inches. Handrails that protrude into the stairway must be considered when determining clearance. The clearance must be measured from the edge of the handrail to the opposing handrail/guard rail.
- **Guard Rails.** Guard railing detail showing height of railing and the internal make up (construction) of the railing. The code requires the guard railing to be a minimum 42 inches high on platforms, decks, stairways, and stair landings.

The internal construction and make-up of the guard railing must be such that a 4 inch sphere cannot pass through any portion of the guard railing, and engineered to withstand the force of person(s) falling into said railing, thereby protecting them from falling through. The code requires all stairs taller than 30 inches to have a handrail installed at a height of 34 to 38 inches above the step(s).

- **Towers and Narrow Walls.** For proper seismic stability, the height to base ratio in each direction (width and depth) should be a maximum of 3 to 1 respectively. If a wall or tower is 15' high, the base dimensions should be at least 5' wide and 5' deep. Towers or walls designed to have a greater ratio than 3 to 1 can be seismically secured by installing seismic support cables from the top of the structure to rigging points in the ceiling (where available), or by possibly adding weight to the base and lowering the center of gravity.

- **Covered Structures.** Exhibits containing structures that are covered with fabric or solid materials exceeding an accumulated total of 750 sq. ft. may require the installation of an automatic fire sprinkler system. The allowable amount of covered area in LACC meeting rooms may be substantially less than 750 sq. ft. Please refer to the facility's Covered Areas guidelines for more information.

- **Door Handles.** All door handles must be a lever type handle to accommodate those with disabilities. The old cylindrical type of handle (door knob) is no longer approved.

- **Maximum Occupancy – Exhibit Floor Level.** Rooms and/or spaces created within an exhibit that have only one exit path from the room or space are limited to a maximum occupancy of 49 persons. All spaces designed for occupancy greater than 49 persons must have at least two (2) exits located at opposite ends of the room/space. Note: Depending on conditions and design, the Fire Marshal may require a 2nd exit with occupancy of less than 49 persons.

- **Maximum Occupancy – Elevated Decks.** Two (2) story structures that have only one (1) stairway accessing the 2nd level are limited to a maximum occupancy of nine (9) persons. To achieve a greater occupancy than nine (9) persons, two (2) "separate" stairways that access the 2nd level from two (2) opposing sides must be provided. The concept here is to create another form of exiting from the 2nd level in the event one (1) exit becomes blocked.

- **Corridors.** The maximum length for any corridor or series of corridors allowing only one way in and out (dead-end) is 20'. To further clarify, the distance a person must travel from the end of a corridor or narrow pathway (dead-end) to an open space containing an exit cannot exceed 20'. Corridors longer than 20' must be open on both ends to allow exiting. Conference rooms or exhibit spaces that extend beyond a 20' corridor may require a second exit within the room/space. Exhibitors planning the use of corridors are urged to send renderings and drawings of their proposed plan while in the concept design phase to assure that said design will be approved.

- **Exit Plan.** Exhibits that are 400 sq. ft. or larger must submit an "exit plan" for the Fire Marshal's review and approval. Drawings shall be represented in "plan view" and shall contain arrows that denote all of the paths in & out of the booth space or LACC meeting room space. The exit plan shall also show the respective dimensions (clearances) of doors, corridors, and other pathway structures that limit the exit path. Dimensions must be in feet and inches.

- **Recessed Exit Doors.** Exit doors must swing open in the direction of traffic exiting the exhibit. Exit doors shall remain unlocked during all show hours, and during all times in which people are in the respective booth. Exit doors cannot swing open (protrude) into any egress aisle designated by the Fire Department. Exit doors that must lead to the egress aisles must be recessed so that exiting into the aisle is accomplished while preventing the door from physically swinging into the fire aisle.

- **Stair and Turntable Delineation.** The front edge of the first and last step in a series of stairs must be delineated with a contrasting color to indicate the beginning and end of each respective stairway. Where landings are used, the stairway on each side of the landing (above & below) must be delineated. Regarding turntables or other approved moving floor structures, the entire surface of any moving turntable must be in contrast to the finish of the surrounding (stationary) floor to clearly delineate the moving element. Delineation may be done by means of color, texture, material, etc., as long as an acceptable contrast and delineation is accomplished.

- **Fire Alarm & Suppression Devices.** Exhibitors with booth spaces containing any LACC fire related alarm or suppression device(s) such as: pull alarms; fire bells; fire hose cabinets or reels; fire extinguishers; sprinkler heads; fire sprinkler shut-off valves; etc., must design their exhibit in such a manner that does not impede or limit the operation, and/or access to said devices. Exhibitors are encouraged to check with the general service contractor to determine if fire related devices are located within their booth space. Further, all signage associated with said devices and/or any of the building's permanent "EXIT" signs must be visible to the public from various vantage points as intended. Exhibitors can seek approval, via written request, to cover exiting signs with temporary supplemental signage that accomplish the intended purpose of the original sign(s). Request must include renderings/drawings and related details of the proposed project. Exhibitors are responsible for creating and installing all approved temporary supplemental signage.